

## HARTLEY PARISH COUNCIL

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1<sup>st</sup> October 2008

Dear Councillor

You are invited to attend a meeting of the Burial Grounds and Gardens of Remembrance Committee to be held on **Tuesday 7<sup>th</sup> October 2008** commencing at **6.00 p.m.** at **Hartley Library, Ash Road.**

Yours sincerely

**Julie Hoad**  
Proper Officer

A visual inspection of the Burial Ground, Gardens of Remembrance and the Closed Church yard will take place at **9.00 a.m. on Tuesday 7<sup>th</sup> October 2008.**

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### **AGENDA**

#### **1. Apologies for absence**

To receive apologies for absence.

#### **2. Declarations of Interest**

To receive Members' declarations of interest.

#### **3. Minutes**

To approve the minutes of the meeting of the Burial Grounds and Gardens of Remembrance Committee held on 7<sup>th</sup> July 2008 as a correct record. (Annexed).

#### **4. Financial Report**

To receive and note a financial report indicating the current net position of the Burial Grounds and Gardens of Remembrance Committee as at 30th September 2008. (Annexed).

#### **5. Budget 2009/10**

To consider the draft budget for 2009/10.

##### Background documents

*Draft budget 2009/10*

#### **6. Burial Ground**

(a) To consider any matters arising from the visual inspection.

On 4<sup>th</sup> August 2008 during a routine weekly visual inspection of the Burial Ground, two memorials were found to be unstable and warning notices were placed on the graves of (1) Elsie Victoria Newson and George Stephen Newson grave no 254 and (2) E Hyde grave no 94 asking friends or family of the deceased to contact the Clerk. The Committee is requested to note that from the information held in the burial records, it will not be possible to contact the grave owner/s. To date no response has been received.

(b) To consider a quotation for the repair and application of preservative to the shed located in the Burial Ground.

## **7. Garden of Remembrance**

To consider any matters arising from the visual inspection.

## **8. New Garden of Remembrance**

(a) To consider any matters arising from the visual inspection.

(b) To consider an offer from a resident to provide and maintain a bench in the new Garden of Remembrance in memory of her parents. (Annexed)

*Background document*

[Letter dated 9<sup>th</sup> July 2008 from a resident](#)

## **9. Closed Church Yard**

(a) To consider any matters arising from the visual inspection.

(b) At the meeting of the Burial Grounds and Gardens of Remembrance Committee held on 17<sup>th</sup> June 2008 it was resolved that the Church Authorities be asked whether any decisions had been taken about the treatment of ground levels and landscaping in front of the new entrance to the Church. The Chairman of the Buildings Committee has confirmed that no decision has so far been taken, but the PCC would get in contact with the Council once some firm proposals had been finalised.

*Background document*

*E mail dated 28<sup>th</sup> July 2008 from Chairman of the Buildings Committee, PCC*

## **10. Memorial Safety**

At a recent cemetery management seminar attended by the Clerk it was reported that a faculty<sup>1</sup> would be required from the Church of England before any works could be undertaken to memorials on consecrated ground. Permission was sought on 12<sup>th</sup> August 2008 from the Diocesan Advisory Committee Secretary to inspect and test the memorials located on consecrated ground in Hartley Burial Ground. Furthermore the Archdiocese of Southwark has been asked to comment on the Council's memorial safety programme and testing policy. The Dioceses of Rochester has informed the Council that the matter will be considered by the Diocesan Advisory Committee at a meeting to be held on 11<sup>th</sup> September 2008.

The Committee is requested to note the above report and to consider any response received from the Church Authorities.

<sup>1</sup> A faculty gives permission to carry out development to (1) a building used for public worship or its contents and (2) the churchyard or other consecrated buildings or land.

*Background documents*

*E mail dated 29<sup>th</sup> August 2008 from DAC Administrator*

[Letter dated 14<sup>th</sup> August 2008 from Secretary to DAC Administrator](#)

[Hartley Parish Council Memorial Testing Policy and Safety Programme](#)

## **11. Information leaflet**

The Committee has been requested to consider an information leaflet drafted by the Communications Committee. (Annexed).

*Background documents*

*Burial Grounds & Gardens of Remembrance*

## **12. Exclusion of the press and public**

Under the Public Bodies (Admissions to Meetings) Act 1960, it may be necessary to exclude the press and public from the meeting during consideration of agenda item 11, “New Burial Ground” on the grounds that the likely disclosure of exempt information will prejudice the public interest by reason of the confidential nature of the business to be transacted.

## **13. New Burial Ground**

To consider a progress report on the Council’s submission to the Lands Tribunal to modify the covenants at Manor Field to allow the land to be used for burial purposes. (To follow).

## **14. Date of the next meeting**

### **List of circulated documents**

1. Minutes of the meeting of the Burial Grounds and Gardens of Remembrance Committee held on 7<sup>th</sup> July 2008.
2. Financial report indicating the current net position of the Burial Grounds and Gardens of Remembrance Committee as at 30<sup>th</sup> September 2008
3. Draft budget 2009/10
4. Letter dated 9<sup>th</sup> July 2008 from residents re: bench in new Garden of Remembrance
5. Information leaflet: Burial Grounds & Gardens of Remembrance Committee

#### Committee membership

Cllr Mr A Barnett  
Cllr Mr J Gaywood (ex-officio)  
Cllr Mr J Minns  
Cllr Mrs A Oxtoby

Cllr Mrs J Burns  
Cllr Mr M Harris (ex officio)  
Cllr Mr B Ramsay